



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA

Monday, November 10, 2025

7:30 am

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM REGULAR MEETING

Call to Order: Chair Kim Rodela

Invocation: Board Member Jason Thelin

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

2. CONSENT AGENDA

a. Approval of Meeting Minutes

Lone Peak Public Safety District Work Session – May 13, 2025

Regular Lone Peak Public Safety District Meeting – May 14, 2025

Regular Lone Peak Public Safety District Meeting – June 11, 2025

Regular Lone Peak Public Safety District Meeting – July 9, 2025

Lone Peak Public Safety District Work Session – September 30, 2025

b. Approval of Annual Assessment Payment to the North Utah Valley Animal Shelter (NUVAS)

The Board will consider approving payment of the annual assessment for the District to NUVAS.

3. AMENDMENTS TO THE INTERLOCAL AGREEMENT FOR LONE PEAK PUBLIC SAFETY DISTRICT (LPPSD)

The Board will consider recommending changes to the Lone Peak Public Safety interlocal agreement, specifically related to the process on amending the assessment formula charged to each city.

4. DEPARTMENT REPORTS

a. Administration

- i. Finance Report: FY2025 Q4 and FY2026 Q1

b. Police Department

- i. Therapy Dog Program
- ii. UVU Event Participation

c. Fire Department

- i. Status of Community Wildfire Protection Plan Update

5. CLOSED SESSION

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT

In accordance with Americans with Disabilities Act, Lone Peak Public Safety District will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Governing Board may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Lone Peak Public Safety District website (www.lonepeakpublicsafety.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Governing Board, staff, and the public.

Posted and dated this agenda on the 6th day of November 2025.

Stephannie Cottle, CMC|UCC, Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LONE PEAK PUBLIC SAFETY DISTRICT BOARD MEETINGS.



LONE PEAK PUBLIC SAFETY DISTRICT MINUTES

Tuesday, May 13, 2025
Waiting Formal Approval

Alpine City Hall, 20 North Main, Alpine, UT 84004

7:30 AM WORK SESSION

Call to Order: Chair Kim Rodela

Invocation: Board Member Jason Thelin

The meeting was called to order by Chair Kim Rodela as a work session at 7:40 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Kim Rodela, Chair

BOARD MEMBERS: Brittney P. Bills - present
Kurt Ostler – present
Carla Merrill – present
Jason Thelin – present
Brent Rummeler - present

STAFF PRESENT: LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen

OTHERS PRESENT: Jake Beck, Doug Cortney

1. LEVEL OF SERVICE/RESPONSE TIMES

The Board will discuss the desired level of service and response times for Lone Peak Public Safety District.

LPPSD Executive Director Wells presented a map intended to identify response times and the stations from which a response will be rendered based upon the location of a call; it also identifies response delays based upon the apparatus available for a response. Chief Patten facilitated the Board's review of the map to gain an understanding of the data it is intended to communicate. The Board discussed changes to response times dating back to 2019, which have been influenced by growth, staffing levels, and apparatus available at each station. Chief Patten also summarized the response models based on the number of firefighters on duty:

- 8 on duty - 4 employees in each station. (30% of the time)
 - Fire calls in Alpine - 2 FF on the engine, 2 FF/PM on the ambulance, and other cities are alerted.
 - Fire call in Highland - 2 FF on the engine, 2 FF/PM on the ambulance, and other towns are alerted.
 - EMS call in Alpine - 2 FF on the engine, 2 FF/PM on the ambulance.
 - EMS call in Highland - 2 FF on the engine, 2 FF/PM on the ambulance.
- 7 on duty - 4 employees in Alpine. 3 employees in Highland. (70% of the time)
 - Fire calls in Alpine - 2 FF on the engine, 2 FF/PM on the ambulance, and other cities are alerted.

- Fire call in Highland - 3 FF on the Engine, and other cities are alerted.
- EMS call in Alpine - 2 FF on the engine, 2 FF/PM on the ambulance.
- EMS call in Highland - 3 FF on the Engine, Ambulance comes from Alpine.

The Board discussed a specific medical emergency instance where the person who called for help lived close enough to the American Fork Station 52 that they could visibly see it; however, the response did not come from that station and they were very upset about the response, noting that delayed response time could have led to a dire outcome. Board Member Ostler stated this event was the impetus for him to start examining levels of service and response times based upon staffing levels. Chief Patten offered an explanation for the situation, which was based upon dispatch protocols and the fact that the ambulance that responded to the event was located in Highland when the call occurred.

The Board debated the appropriate adjustments to staffing levels at each individual station in the District and whether the level of service is the same for all areas of the District; this included philosophical discussion regarding the expectations of the community for levels of service and emergency response standards. Board Member Ostler stated that the District services approximately 32,000 people. Highland City has 2/3 of the total population of the district, but 70% of the time there are only 3 staff at the Highland station, whereas the Alpine station has 4 staff. Board Member Ostler specified that he feels Highland City is subsidizing the Alpine station by paying for six personnel while Alpine is paying for three. Alpine will have the benefit of 4 employees, and he feels they should pay for that staffing level. Board Member Ostler said that if the District is to keep the same number of staff, he wants 4 staff in Highland and 3 staff in Alpine, with the recommendation that if Alpine wants to have 4 staff at their station, they would need to fund the additional staff member. This spurred additional debate regarding the financial responsibility of all parties to the District; Board Members Merrill and Thelin argued that using the term 'subsidize' is inaccurate and an oversimplification of the arrangement that has been made between the two cities when the District was created. Board Member Thelin stated that the interlocal agreement has been in effect for 30 years. It has been based on population and includes 10% base costs which are split 50/50, as well as other elements to help keep it fair between both cities.

Chief Patten explained that he has chosen to staff 4 in Alpine due to the urban interface area and difficulty in reaching some areas in Alpine. Highland City is closer to other agencies and so if they need help with an incident they can receive mutual aid from other agencies.

Board Member Ostler suggested it may be necessary to consider an amendment to the interlocal agreement that governs operations of the District and the percentage of the District's budget that each City is responsible for.

There was also a brief discussion regarding the administrative costs to the District provided through Highland City employees and whether that allocation of time was correct. LPPSD Assistant Executive Director Shane Sorensen reminded the Board that the interlocal can only be changed with the approval of both City Councils. The process is not as simple as just a motion by the Board. Board Member Bills suggested that a regular review of the interlocal agreement – perhaps every two years – may be appropriate, preferably outside of budget season.

The Board then discussed and reviewed call volume data for the district from 2021 to 2024; data presented by District Administration included the City from which calls originated. Board Member Thelin also presented call data he received from Central Utah 911. There was a discussion about inconsistencies between the two data sets and a request to have accurate data moving forward when considering the allocation formula. Further discussion ensued around how call volume is reported both at Central Utah 911 and the Lone Peak Fire Department.

Police Chief Brian Gwilliam stated that his department is completely different from the Fire Department. Their vehicles are faster to respond, and they are already on the roads. He stated that approximately 30% of the calls come from Alpine and 70% from Highland. They receive about 35-37 calls per day. If there is an incident on the

border of a city, then other agencies are often called in for mutual aid. Mutual aid can also come from the Sheriff's Office. The Board discussed when it is appropriate to run with lights and sirens and what types of call might require that type of response.

There was continued discussion regarding the number of staff members, the split between the two cities, staffing at each station, and costs for equipment for each staff member. Board Member Thelin again expressed the desire to have accurate data on call volume for both fire and police.

The work session concluded with a brief review of the format of the business meeting agenda for tomorrow's meeting and the action items to be taken on the District's budget. The Board and staff discussed budget implications of different staffing scenarios for each of the Fire Stations in the District; Ms. Wells concluded that nothing will change in the tentative budget document unless the District makes the decision to add staffing to achieve a nine person on duty option for the Fire Department.

ADJOURNMENT

The meeting adjourned at 9:41 am

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on May 13, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC
LPPSD Recorder



LONE PEAK PUBLIC SAFETY DISTRICT MINUTES

Wednesday, May 14, 2025

7:30 am

Waiting Formal Approval

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM REGULAR MEETING

Call to Order: Chair Kim Rodela

Invocation: Board Member Carla Merrill

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:34 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Kim Rodela, Chair

BOARD MEMBERS: Brittney P. Bills - present
Kurt Ostler – present
Carla Merrill – present
Jason Thelin – present
Brent Rummler – present

STAFF PRESENT: LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Recorder Stephannie Cottle, Finance Director David Mortensen

OTHERS PRESENT: Doug Cortney, Wesley Warren, Dustin Mitchell, Nancy Jones, Jake Beck, Josh Rich, Tayton Christiansen, Danny Campbell, Arlyn Ramsay, Kaden Coleman, Hayden Pierce

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Doug Cortney stated he is speaking as a resident of Highland City as well as the District and he wished to address the matter of overlapping expenses in his personal budget, which he believes is relevant to the District's budget discussions. First are taxes, second are direct uses expenses, both of which he feels are relatively irrelevant. Third is service-related expenses, such as sewer expenses and some residents may have a lower cost of service based on many different factors; however, those that use more typically pay more. This is largely how the Lone Peak Public Safety District (LPPSD) budget discussion has been viewed with regard to allocations between the two cities that make up the District. The fourth category is risk mitigation expenses; he pays for insurance so that it is available when he needs it, regardless of whether he has needed it in the past. Alpine City has a particular risk profile in regard to fire, and he does not think that has been adequately factored into the costs paid by each City. Highland residents are subsidizing fire insurance for Alpine City. The fifth category is payments that he makes to save money; for example, he changes the oil in his car regularly because it saves him money in the long run. He feels this category has been overlooked by the District; both cities receive great benefits due to their membership in the District. It looks as if Highland saves about \$200,000 per year by participating with the District rather than

administering their own public safety. However, Alpine saves roughly \$1 million per year due to their participation in the District. This strikes him as inequitable and as a resident of Highland City he is offended. Highland ‘begs for scraps’ while Alpine ‘feasts’ on the financial benefits created by the District. Any resident of Highland who is not offended is simply not paying attention. He understands that adding additional staffing requested by Fire Chief Patten would cost roughly \$200,000 per year and he proposed adding the staffing and requiring Alpine to pay an additional \$500,000; this would address the insurance subsidy and help both cities achieve the same financial benefit for being involved with the District.

2. CONSENT AGENDA

a. Approval of Meeting Minutes

Regular Lone Peak Public Safety District Meeting – April 9, 2025

Board Member Kurt Ostler MOVED to approve the regular Lone Peak Public Safety District meeting minutes from April 9, 2025.

Board Member Carla Merrill SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Brittney P. Bills</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 4:0

3. PUBLIC HEARING/RESOLUTION: FY2026 LONE PEAK PUBLIC SAFETY DISTRICT FINAL BUDGET

The Board will hold a public hearing and consider the approval of the final budget for FY2026.

Finance Director Mortensen reported the proposed budget has increased by \$17,045 since the version approved by the Board on April 29, 2025. That net increase is due to an increase in the North Utah Valley Animal Services participation costs and decreases in overtime, part-time, call pay, and holiday pay line items as a result of the wage adjustment change from eight percent to six percent approved by the Board in the previous meeting.

Board Member Ostler asked if Mr. Cortney’s assessment of the cost estimate of adding staff to the Fire Department is correct. Mr. Mortensen stated he and Chief Patten reviewed the fiscal impact of the staffing increase, and it is just under \$200,000; if this cost were split according to the interlocal agreement that covers the District, the cost to Highland would be \$130,000 and the cost to Alpine would be \$70,000. Board Member Ostler asked if that covers salary and benefits for the position, to which Mr. Mortensen answered yes. Board Member Ostler stated that he is not sure the position is warranted based upon call volume, but it may be warranted based upon risk factors of the different areas of the District. He asked if the Board is willing to consider including the additional \$200,000 in the budget but directing Administration to not fill the position until the Board can address other concerns or possibly consider an amendment to the interlocal agreement that governs the District. Board Member Merrill stated an alternative option would be to adopt the budget as written, work on an amendment to the interlocal agreement in the coming months and then consider a mid-year budget amendment to allocate the money needed for the additional staff member. Board Member Ostler agreed; he noted his suggestion was based upon a desire to notify each city that it may be necessary for them to consider increasing their budget for the District allocation. However, that could be handled as part of a mid-year budget adjustment as well. The Board

debated the merits of the two options presented and concluded they would prefer to include the funding in the budget, but to direct staff not to fill the position until an amendment to the interlocal agreement has been considered.

Chair Kim Rodela opened the public hearing at 7:56 a.m.

There were no public comments.

Chair Kim Rodela closed the public hearing at 7:56 a.m.

Board Member Kurt Ostler MOVED that the Board approve the resolution adopting the proposed Fiscal Year 2025-2026 Budget for Lone Peak Public Safety District also including an extra \$200,000 for hiring 3 personnel (2 full-time and 1 part-time) subject to not hiring those personnel until the interlocal agreement has been reworked and approved by the Board and the two different cities.

Board Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Brittney P. Bills</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>No</i>
<i>Board Member Jason Thelin</i>	<i>No</i>
<i>Chair Kim Rodela</i>	<i>Yes</i>

The motion passed 3:2

4. DISCUSSION: FIRE DEPARTMENT STAFFING CHANGES

The board will discuss fire department staffing changes as a follow up to the work session on May 13, 2025.

Executive Director Wells referenced the work session held by the Board yesterday, during which there was a discussion about the manner in which staffing costs are split between Highland and Alpine cities; in response to that discussion, she emailed the Board yesterday with information regarding the percentage of each employment position that is allocated to the District and the costs charged to each city. In 2023, the Board approved a resolution that allocated the percentages for the following employment positions:

Highland Position	% Allocation to LP
Finance Director	25%
Treasurer	25%
Recorder	10%
HR/Payroll	59%
A/P	15%
Clerk	5%

Board Member Ostler if these percentages are actually commensurate with the amount of time the employees spend on the District. Ms. Wells stated that some are actually low; the Finance Director and Treasurer should probably be higher than 25 percent. She also feels the HR/Payroll, A/P, and Clerk numbers are a bit low. Board

Member Ostler stated he feels these time amounts were negotiated fairly by Highland City, but Alpine representatives have pushed back on the allocations and questioned staff about the fiscal estimates for the additional staffing for the District. Board Member Thelin apologized if his questions to staff seemed forceful. Board Member Ostler stated he feels the allocations are fair and Highland has tried to be flexible.

Board Member Thelin asked if the City Attorney's time should be included on the list. Executive Director Wells stated that the Attorney bills his time for the District independent of the time he spends at Highland City, so his costs are accurate. Board Member Thelin noted that he was opposed to having the Highland City attorney also represent the District; he would have preferred an independent attorney to ensure there is no conflict or favoritism of one member of the District over the other. The Board has discussed outsourcing certain employment positions or functions in the past and he still believes that is a valid option for the District to consider.

Chair Rodela stated she would like to have a clear understanding of the amount of time Highland employees are actually spending on District. Ms. Wells stated she would need additional time to gather that information. Board Member Thelin stated he would like to know how the employees' time is being tracked; he wondered if the time they are spending on District business is tracked independent of the time they spend on Highland duties. Ms. Wells stated that is not currently happening, but she could explore options for that type of tracking. Board Member Thelin stated he would like for any decision this issue to be data driven and that is the reason he is asking these questions.

Ms. Wells then noted that another issue that was discussed during yesterday's work session was call data; there were some discrepancies in the data that was provided yesterday, and she reached out to dispatch to get additional data from them. She needs to further examine the data before it is presented to the Board; the dispatch numbers closely mirrored the data provided by Chief Patten, but there are still a few discrepancies, and she will continue to discuss that issue with dispatch.

The Board then engaged in high level discussion about additional matters that may be discussed throughout the process of considering an amendment to the interlocal agreement that governs the District. Ms. Wells concluded that she feels the conversation about the issues that are leading to desires to consider amending the interlocal agreement are no longer productive; she suggested the conversation end and allow staff additional time to research the issues that have been raised and perhaps reach out to a mediator that may be able to attend a future meeting to guide the conversations about amending the interlocal agreement. If the Board and the respective City Councils responsible to vote on annual funding for the District wish to dissolve the District, that is something that should also be explored. Board Member Thelin stated he is amenable to that suggestion; he noted that he has commented that the interlocal agreement has been in place for 30 years, but he recognizes that there have been changes to the agreement since that time. He feels it is healthy to look at call volume as part of discussions regarding amendments to the interlocal agreement. Board Member Ostler agreed, but noted that both cities have grown, but he feels Highland City is being taken advantage of in terms of the amount it pays to the District each year when compared to the amount paid by Alpine. Chair Rodela concluded that the agreement is based upon call volume and population, yet staffing levels are not based on those factors and are, instead, based upon risk factors. This is the point of contention for Highland officials at this time.

Ms. Wells stated she and Mr. Sorensen can work together to find someone that can help to facilitate conversations among the Board. The Board discussed the timing of selecting a mediator and meeting to discuss the interlocal agreement; they concluded the goal is to find a mediator by the next meeting and attempt to discuss the interlocal agreement at that time; if it is necessary to delay or continue the discussion, the Board can give that direction.

5. DEPARTMENT REPORTS

a. Administration

i. Financial Report

Finance Director Mortensen stated that he emailed to the Board last night a detailed financial report, as well as a summary report for quarter three. He reviewed each of the reports, highlighting revenues and expenditures exceeding the budget at this point in the budget year. He stated nothing is too concerning in terms of being over budget.

Board Member Ostler asked if the report includes all Wildland Fire billing for the entire fiscal year. Chief Patten stated he has billed for all deployments but is still awaiting payment for two deployments. Mr. Patterson stated the District is still anticipating receipt of \$150,000 for those two deployments.

b. Police Department

There was no report from the Police Department.

c. Fire Department

Chief Patten noted that he will likely incur more expenses associated with Wildland Fire in the current fiscal year; he anticipates a deployment to Arizona soon. The revenue for the deployment will not be collected until next FY.

6. CLOSED MEETING

The Board may recess to convene in a closed meeting for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

There was no closed meeting.

ADJOURNMENT

Board Member Carla Merrill MOVED to adjourn the regular meeting and Board Member Kurt Ostler SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:54 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on May 14, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC
LPPSD Recorder



LONE PEAK PUBLIC SAFETY DISTRICT DRAFT MINUTES

Wednesday, June 11, 2025

7:30 am

Waiting Formal Approval

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM REGULAR MEETING

Call to Order: Chair Kim Rodela

Invocation: Board Member Kurt Ostler

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:35 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Kim Rodela, Chair

BOARD MEMBERS: Brittney P. Bills - present
Kurt Ostler – present
Carla Merrill – present
Jason Thelin – present

STAFF PRESENT: LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen, Attorney Rob Patterson

OTHERS PRESENT: Rusty Bybee, Kayden Carter, Owen Olsen, PJ Christensen, Hayden Pierce, Doug Cortney, Nancy Jones, Brent Rummier

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

There were no unscheduled appearances.

2. CONSENT AGENDA

a. Approval of Meeting Minutes

Regular Lone Peak Public Safety District Meeting – April 29, 2025

Board Member Kurt Ostler MOVED to approve the meeting minutes of April 29, 2025.

Board Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Brittney P. Bills</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>

Board Member Carla Merrill Yes
Board Member Jason Thelin Yes

The motion passed 4:0

3. PUBLIC HEARING/RESOLUTION: FY2025 BUDGET ADJUSTMENTS

The Board will hold a public hearing and consider a proposal to adjust the fiscal year 2024-2025 budget for multiple items.

Chair Kim Rodela opened the public hearing at 7:37 a.m.

There were no comments.

Chair Kim Rodela closed the public hearing at 7:37 a.m.

Executive Director Wells reported State law requires that the district set a budget for all revenues and expenditures for the fiscal year. The adopted budget can be amended as needed through the end of the fiscal year to ensure that overall expenditures do not surpass the approved budget amount. While some line items may go over budget, each department - Admin, Police, Fire, and Wildland - cannot go over budget. None of the recommended adjustments require an increase of contributions from the cities. Neither do they use fund balance. They use increased revenue or decrease in spending in other line items to balance the budget. Staff felt the following adjustments were appropriate to bring to the Board for information and approval.

- Police grants – The police department received grants for early intervention, justice assistance, DUI enforcement, and cameras. There is a corresponding revenue and expense increase of \$9,786.
- Lease proceeds and payments – The District received the lease financing proceeds from Zions Bank for the police replacement vehicles and then paid those lease proceeds to the dealership for the purchase of the vehicles. There is a corresponding revenue and expense of \$171,032.
- Fire overtime – The fire department saw an increase in what was anticipated in overtime due mainly to the mid-year wage adjustment and more tenured (and thus higher paid) employees taking overtime shifts in comparison to newer, lower paid employees. That increase in the overtime budget is balanced with an increase in revenue from Utah County and ambulance revenue along with a decrease in the part-time employees line item and holiday pay.
- Wildland – Staff is recommending we account for the revenue we have already billed or received this fiscal year - \$576,992. Expense adjustments in wildland include what we have currently spent along with an estimate as what could be spent in the next two weeks as crews are preparing for deployment on June 12. With these changes, Wildland will still have a net revenue of \$64,992, which does not account for any revenue we will see from the June deployment.

Board Member Merrill asked if the planned June 12 Wildland deployment is a regular deployment or an Emergency Management Assistance Compact (EMAC) deployment. Fire Chief Patten stated it is a regular deployment to California to perform preventative measures; EMAC deployments will not occur until late fall. Board Member Ostler asked if the budget amendment pertaining to Wildland Fire accounts for the expenses associated with the deployment, but not the revenue, to which Ms. Wells answered yes.

Board Member Ostler referenced the budget adjustments relating to overtime expenses in the Fire Department and asked Chief Patten if there are opportunities for reducing those expenses. Chief Patten stated that without the appropriate manpower on each shift, the Department runs the risk of losing revenue associated with ambulance dispatch. The best way to reduce overtime would be to increase staffing levels of the Department to provide for

minimum level staffing on all shifts. Board Member Merrill stated she has some ideas for reducing overtime and she will visit with Chief Patten about them.

Ms. Wells concluded the total budget impact of these adjustments is an increase in revenue of \$807,810 and an increase in expenditures of \$738,818 for a net revenue of \$68,992. This net revenue is primarily from Wildland deployments. The actual net revenue from Wildland deployments will likely be higher than this but for budget purposes, to ensure that the district does not surpass budget amounts, the Wildland deployment budget amounts have been increased conservatively due to the unknown nature of the exact costs that will be incurred through the end of the fiscal year.

Board Member Jason Thelin MOVED to approve the resolution adjusting the Lone Peak Public Safety District fiscal year 2024-2025 budget as proposed.

Board Member Kurt Ostler SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Brittney P. Bills</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 4:0

4. MEMORANDUM OF UNDERSTANDING - UTAH COUNTY RETENTION OF EVIDENCE

The Board will consider a Memorandum of Understanding with Utah County regarding retention of evidence.

Police Chief Gwilliam reported the Utah County Attorney, in coordination with the Utah County Sheriff's Office, has proposed that each city within the county sign a Memorandum of Understanding (MOU) regarding the disposal of evidence related to misdemeanor offenses. This MOU is being pursued under the authority granted by Utah State Code 77-11c-202(2)(b), which permits prosecutors and law enforcement agencies to enter into agreements for the disposal of evidence. He summarized the key details of the MOU as follows:

- The proposed MOU aims to create a consistent, county-wide framework for the management and disposal of misdemeanor evidence.
- This initiative is administrative in nature, potentially to ensure compliance with evidence retention standards, improve efficiency, or provide for future shared services.

The cities of Highland and Alpine and the Lone Peak Police Department have not historically relied on the Utah County Sheriff's Office for evidence collection or retention services. As such, the practical benefit or operational need for entering into this MOU may be limited for the cities of Highland and Alpine. After reviewing the MOU, there appears to be no harm in signing the agreement. It does not impose new operational obligations, nor does it require the police department to change our current practices. Rather, it provides a framework should coordination with the County ever become necessary in the future. Chief Gwilliam concluded he recommends that the Lone Peak Public Safety Board approve the Chair to sign the MOU regarding the disposal of evidence with the Utah County Sheriff's Office.

Board Member Ostler asked how long the Sheriff's Office will retain evidence. Chief Gwilliam stated they will not keep evidence; this MOU will allow them to dispose of any evidence if they find themselves in possession of it. He reiterated the Sheriff's Office has not been used for collection or retention of evidence and that will not change. Board Member Ostler asked how long the LPPSD Police Department retains evidence. Chief Gwilliam stated retention periods depend upon the nature of the crime; some evidence is kept indefinitely, but typically for misdemeanor cases, once the matter has been adjudicated and the evidence is no longer needed, it is disposed of. Board Member Ostler asked if photographs of evidence is sufficient, to which Chief Gwilliam answered a photograph is sufficient in some cases, but most often not.

Board Member Kurt Ostler MOVED that the Lone Peak Public Safety Board approve the Chair to sign the MOU regarding the disposal of evidence with the Utah County Sheriff's Office.

Board Member Carla Merrill SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Brittney P. Bills</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 4:0

5. LONE PEAK PUBLIC SAFETY DISTRICT FACILITATOR

The Board will select a firm to facilitate a discussion amongst Alpine and Highland cities regarding a possible change to the fire financing formula in the interlocal agreement.

A staff memo from Executive Director Wells explained the Board has recently been discussing the financing formula for the fire department and some board members have expressed a desire to see a change. In the May 14, 2025 board meeting, staff was directed to obtain proposals for hiring a facilitator to guide these conversations. Staff drafted a Request for Proposal and based upon recommendations from other cities, sought bids from 14 different firms. Ultimately, 4 proposals were received. Some members of the Board and staff met on Monday, June 9 to discuss the proposals. The recommendation was to contract with LRB Public Financial Advisors for the scenario and data analysis piece of this project, but first to work with a retired fire chief to get a better understanding of what factors we should consider in the financing formula. There is a particular individual the group is recommending for this role based on him going through a very similar scenario in a different entity in Utah. At the time of the writing of this report, staff has not been able to speak to him to confirm his willingness to participate, however he was one of the individual's staff discussed the RFP with and while he did not choose to submit a proposal, did previously indicate his willingness to help with the project. Staff was able to speak to LRB about this potential change in plans and they were supportive. The total cost of this study is currently unknown as staff is not sure what/if the retired fire chief will charge for his services. LRB's proposal was for \$13,720, however we do feel like the final cost for their services will be less as their scope of work included things we now hope to work on with the retired fire chief. As this is a one-time expense, staff recommends the cost be taken from the fund balance of the interlocal. The fund balance at the end of FY25 was approximately \$2.6 million and we do not anticipate using any fund balance in FY26. As such, there is sufficient funding available.

Ms. Wells reviewed her staff memo and asked for direction from the Board regarding selection of a firm to facilitate discussion of the possible changes to the fire financing formula in the LPPSD Interlocal Agreement.

Ms. Wells engaged in high level discussion with the Board regarding topics such as the qualifications of LRB, or other individuals – the retired Fire Chief – that are available to conduct a study and perform moderation regarding the subject matter. The Board supported the idea of reaching out to the retired Fire Chief to discuss the concept in greater detail before determining whether to hire a moderator/facilitator. Ms. Wells noted there is actually one other Fire Chief that may be able to help if the unnamed retired Fire Chief is unable to assist. She stated that after discussing the matter with these individuals, there will be further discussion with the Board regarding whether to perform data analysis internally or hire a moderator/facilitator to oversee that portion of the project. Board Member Ostler expressed interest in meeting with the retired Fire Chief. Ms. Wells asked if the entire Board wants to meet with the individual in a work session setting, or if both Board Member Ostler and Board Member Merrill – acting as the Mayors of Highland and Alpine, respectively, can meet with the retired Fire Chief and staff regarding the matter. Board Member Thelin stated he would like to be part of that meeting. Board Member Bills agreed and stated it would be good for the entire Board to participate in that meeting and hear the same information at the same time. Ms. Wells stated she will work to schedule a work session meeting with the individual.

Board Member Thelin then noted that data transparency will still be important; he believes the Board will still need some independent assistance in gathering and producing data regarding the fire formula in the Interlocal Agreement.

6. DEPARTMENT REPORTS

a. Administration

i. Fraud Risk Assessment

Executive Director Wells noted that the Board has asked that staff begin tracking the hours worked by Highland City employees in their service to the LPPSD; she has begun doing that and will provide data to the Board once it is available.

Finance Director Mortensen then reported the State Auditor's Office requires government entities to undergo an annual Fraud Risk Assessment; the entity is scored on separation of duties, financial policies, education of a governing board and staff, and other miscellaneous items. The purpose of the audit is to determine how likely the District is to detect and prevent fraud and the score for the District has not changed when compared to previous years. He offered suggestions for policy adjustments or training that could increase the District's score, such as creating a formal policy for Information Technology (IT) or computer security or forming an internal audit committee. He noted that the District's score indicates a very low fraud risk.

The Board discussed the concept of creating an internal audit committee and the current separation of duties that apply to District staff, specifically related to use of credit cards and review of credit card expenses. The Board concluded they would like to create an internal audit committee, and they committed to recruit two residents from each City that will meet once each quarter to review financial data for the District.

b. Police Department

Chief Gwilliam reported that the Department has had increased interaction with e-bike operators given longer days and warmer weather in the summer months; he has seen a reduction of e-bike usage on public roads responsive to enforcement action and publication of rules and recommendations on social media outlets. He then noted he is in the final stages of hiring two new employees, one with experience and another who is a new officer. His Department is also gearing up for upcoming City celebrations, which are very labor intensive for the District.

Chair Rodela asked for clarification on where different classifications of e-bikes are permitted. Chief Gwilliam stated his Department has focused on enforcing e-bike usage in public property – namely parks – and namely the bikes that have no pedals and are more like a motorcycle. The torque of the rear tires of these bikes are causing damage to turf in public parks and they also cause traffic hazards because they can travel at high rates of speed and kids are operating them unsafely on public roads. Chair Rodela asked about e-bikes with pedals. Chief Gwilliam stated that the same rules apply to those bikes as other bikes; operators must wear a helmet, and they should be ridden on the side of the road in bike lanes and out of traffic.

c. Fire Department

Chief Patten reiterated the Wildland crew is deploying tomorrow to southern California, though the exact location is not known. He added that crews are currently cutting a fire break on the foothills in Highland to meet up with the fire break in Draper. This is state funded and will help to mitigate fire risks. He stated he anticipates increased fire calls during the summer months associated with fireworks and outdoor fires; the District will continue to engage with the State for fire mitigation throughout the District and he believes \$31,000 in funding will be allocated to those causes in the District. He reported he expects to take delivery of the new fire apparatus in the next three weeks, and he will report to the Board when he does receive the equipment.

Board Member Ostler asked what the Department will do with the old tower truck when the new engine is delivered. Chief Patten stated he is working to get a few things fixed on the old tower truck and when that is done, he will sell it. Board Member Ostler asked if it will be sold before the new engine is delivered to make room for the new engine. Chief Patten stated that if it is not sold before the new engine is delivered, it will be moved to the ‘old bone yard’ at the Highland City Public Works facility. Board Member Merrill asked how old the tower truck is. Chief Patten stated the model year is 2008.

7. CLOSED SESSION

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

At 8:31 am Board Member Carla Merrill MOVED that the Lone Peak Public Safety District Board recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Board Member Kurt Ostler SECONDED the motion.

Board Members, Brittney P. Bills, Carla Merrill, Kurt Ostler, and Jason Thelin voted in favor and the motion passed unanimously.

Board Member Kurt Ostler MOVED to adjourn the closed meeting at 9:00 am and Board Member Carla Merrill SECONDED the motion. All voted in favor and the motion passed.

ADJOURNMENT

Board Member Kurt Ostler MOVED to adjourn the regular meeting and Board Member Jason Thelin SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 9:01 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 11, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC
LPPSD Recorder

DRAFT



LONE PEAK PUBLIC SAFETY DISTRICT DRAFT MINUTES

Wednesday, July 9, 2025

7:30 am

Waiting Formal Approval

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM REGULAR MEETING

Call to Order: Chair Kim Rodela

Invocation: Board Member Jason Thelin

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:35 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Kim Rodela, Chair

BOARD MEMBERS: Brittney P. Bills – via Zoom until work session
Kurt Ostler – present
Carla Merrill – present
Jason Thelin – present

STAFF PRESENT: LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Sargeant Charlie Thurston, Recorder Stephannie Cottle, Finance Director David Mortensen

OTHERS PRESENT: Darci Brunson, Brent Rummler, Jeff Bassett

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

2. CONSENT AGENDA

a. Approval of Meeting Minutes

Regular Lone Peak Public Safety District Meeting – May 13, 2025 and May 14, 2025

b. Motorola Solutions Invoice

The Board will consider processing payment with Motorola Solutions Invoice for Motorola Spillman (CAD) which is the primary platform for managing emergency call handling, unit dispatching, incident reporting, and inter-agency coordination.

Board Member Kurt Ostler MOVED to APPROVE consent item 2a and 2b.

There was no SECOND.

The Board discussed the meeting minutes listed under agenda item 2a; Board Member Thelin stated that he sent an email this morning suggesting some modifications to the minutes document. Board Member Merrill stated she did not have time to review the minutes or Board Member Thelin's email before this morning's meeting. Board Member Ostler stated that he did not receive the email. Board Member Thelin stated that Recorder Cottle did not receive the email either. Board Member Ostler asked if the proposed changes are minor or significant, to which Board Member Thelin answered significant. Board Member Ostler suggested continuing consideration/action on the minutes in order for the Board to review the minutes and Board Member Thelin's proposed changes.

Board Member Kurt Ostler MOVED to Continue item 2a, the meeting minutes of May 13, 2025 and May 14, 2025, to the August meeting.

Board Member Carla Merrill SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 3:0

Council Member Kurt Ostler MOVED to approve item 2b, Motorola Solutions Invoice.

Council Member Jason Thelin SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 3:0

3. LEASE AGREEMENT WITH ZIONS BANCORPORATION FOR THE FIRE DEPARTMENT

The Board will consider an equipment financing lease with Zions Bancorporation.

Finance Director Mortensen explained that in November 2022, a Rosenbauer Viper Aerial 109' Ladder Truck and a Rosenbauer Type 1-3 Engine were ordered, and delivery is anticipated by the middle of July 2025. Financing has been arranged with Zions Bancorporation to pay for the purchase of the ladder truck and type 1-3 engine. The first payment of the proposed lease financing would be due in July of 2026 and will be included in the proposed fiscal year 2026-2027 budget. He explained the lease financing will be funded for \$2,042,748 with an anticipated closing date on July 11, 2025. The first payment of \$261,598.50 will be due on July 11, 2026, with annual payments of the same amount for a 10-year term through July of 2035. It is anticipated that proceeds from the surplus of the existing 2008 Pierce ladder truck will pay off the remaining balance on the transport engine, which is the only other piece of equipment that currently has an annual lease payment due. Therefore, this new lease payment of \$261,598.50 will be the only annual equipment lease payment. This annual payment is higher than the budgeted lease payments line item in fiscal year 2026, but it is only slightly higher than the lease payments budget line item from the time period when this purchase was approved by the Board and as it was presented to

and approved by the Board at the time. For reference, the actual lease payments total from fiscal year 2022 was \$251,564 and fiscal year 2023 was \$210,299.

Board Member Ostler asked if there is a buyout clause in the lease agreement. Mr. Mortensen stated that at the end of the lease term, the District will own the equipment. Board Member Ostler inquired as to the interest rate for the lease, to which Mr. Mortensen answered 4.77 percent. Board Member Ostler asked if any existing leases will be expiring before the new lease takes effect. Mr. Mortensen stated many loans have been paid off recently and there is one piece of equipment for which the City still has a lease agreement with an annual payment of \$51,000 per year. There are three payments left on that piece of equipment; once the District receives the new ladder truck, the old truck can be surplussed and the proceeds of that sale can be used to pay off the remaining balance of the lease. This means the only lease payment the District will have is for these two new pieces of equipment.

Board Member Jason Thelin MOVED to approve the resolution approving the form of lease/purchase agreement with Zions Bank and authorize the execution and delivery thereof.

Board Member Kurt Ostler SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

The motion passed 3:0

4. DEPARTMENT REPORTS

a. Administration

LPPSD Executive Director Wells stated that one of the items the Board requested at their last meeting was work to create a finance committee; Administration is still working on that item and will eventually need recommendations from the Board relative to who they would like to serve on that committee.

b. Police Department

There was no report from the Police Department.

c. Fire Department

Chief Patten reported there were no major issues over the 4th of July holiday and that is largely due to the efforts of residents to observe fireworks restrictions and be safe; there were a few small fires, but nothing major.

5. WORK SESSION: LONE PEAK PUBLIC SAFETY DISTRICT FACILITATOR

The Board will have a discussion with Jeff Bassett regarding the Interlocal Agreement for Lone Peak Public Safety District as it relates to the funding allocation.

LPPSD Executive Director Wells introduced Jeff Bassett, who was highly recommended as the best individual to facilitate conversations about the best way for a shared public safety entity to be organized and funded. Mr.

Bassett is the former Fire Chief of South Davis Fire District and that entity went through a similar situation to the LPPSD. She looks forward to the expertise he can offer to the District.

Mr. Bassett stated that he cares about helping cities and districts move in the right direction of prioritizing and increasing awareness of public safety; he will help the Board and Administration figure out what will work best for the future of the District. He provided a brief background on his career as a Fire Chief as well as some of the work he has done to help other cities and districts on these types of matters. He then facilitated discussion and entertained input from the group on issues that have arisen in Highland and Alpine and how those issues compare with the other entities he has assisted. Each member of the Board expressed their most pressing concerns relative to the makeup of the District and split in financial responsibilities and questioned Mr. Bassett about the thresholds he has seen in other entities that have driven splitting a district and causing partner cities to handle public safety independently in-house. This led to discussion among Mr. Bassett, Chief Patten, and the Board regarding past studies relating to appropriate staffing levels; growth in the area covered by the District; and call volume data driving the need to increase staffing levels.

Brent Rummler and Jason Thelin left the meeting at 8:51 am.

Chair Rodela asked Mr. Bassett if he has an initial recommendation for the Board based upon discussion thus far. Mr. Bassett stated that all the issues the Board has encountered are connected to one another; the Board can solicit an evaluation that will answer the major questions the Board has in terms of staffing models, fair split of financial responsibility for each city, needed apparatus and stations, and taxation of the area covered by the District. The Board discussed the goals of an evaluation or study but concluded they do not want to spend the money on an evaluation.

Board Member Ostler stressed that he and the Highland City Council will likely push to leave the District if the assessment formula is not adjusted commensurate with the population and levels of service for both Highland and Alpine; he feels Highland City is paying more money but receiving less service than Alpine City. Board Member Merrill stated that Highland City is closer to mutual aid options, and she feels the staffing levels and assignments are appropriate. Mr. Bassett stated that the district model can still work based upon the feedback he has heard from both Highland and Alpine representatives; if the District is dissolved and each city is on its own, both will need to rely heavily on mutual aid. The group concluded that another meeting is needed with Mr. Bassett, and they discussed the timing of involving the City Councils of both Highland and Alpine; the next meeting will be held on September 3 with just the LPPSD Board and Mr. Bassett. Proposals decided upon at that meeting will be sent to each City Council for review and Mr. Sorensen indicated it will be important for the proposal documents to be based upon the same data. Ms. Wells agreed and stated that population numbers used to determine assessments can be used for the proposals.

Board Member Merrill stated she would like to have the actual costs of full time versus part time staffing; she would appreciate a list of pros and cons regarding full and part time staffing models. Ms. Wells and Chief Patten indicated they can work on preparing that information.

6. CLOSED MEETING

The Board may recess to convene in a closed meeting for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT

Board Member Carla Merrill MOVED to adjourn the regular meeting and Board Member Kurt Ostler SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:23 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 9, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC
LPPSD Recorder

DRAFT



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA

Tuesday, September 30, 2025

7:30 am

Waiting Formal Approval

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

7:30 AM WORK SESSION

Call to Order: Chair Kim Rodela

Invocation: Board Member Brent Rummler

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:33 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Kim Rodela, Chair

BOARD MEMBERS: Brittney P. Bills - present
Kurt Ostler – present
Carla Merrill – present
Jason Thelin – absent
Brent Rummler – present

STAFF PRESENT: LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Recorder Stephanie Cottle, Finance Director David Mortensen, Attorney Rob Patterson

OTHERS PRESENT: Darci Brunson, Doug Cortney

1. DISCUSSION: PROPOSED AMENDMENTS TO CITIES' ALLOCATIONS FOR FIRE DEPARTMENT FUNDING

The Board will review and discuss proposals from each City for potential amendments to the cost allocation formula charged to each City for the Fire Department that is currently outlined in the interlocal agreement (ILA). The Board will provide direction on next steps from this discussion.

Executive Director Wells summarized discussions that have been ongoing the last several months regarding the funding allocations charged to each city for the Fire Department; each City has agreed to bring a proposal to the Board at large to discuss. She summarized the current formula and stated the data that was used by each city to develop their proposal, which included population, equivalent residential units (ERUs), taxable value, market value, and call volume. Alpine has provided two proposals, one that considered ERUs, call volume, and taxable value and the other that considered market value. Highland provided just one proposal that was based upon taxable value. Administration needs direction from the Board regarding whether to pursue one of the three proposals and formulas. Any change to the formula used to determine each city's assessment must come from the Board and be approved by both cities. Due to municipal elections held this year, there will be some changes in the makeup of this Board; there are just a few Board meetings left in the year, and the same is true for both the Alpine and Highland City Councils and if the Board desires to see something done this year, it should be done as quickly as possible.

Board Member Ostler asked if it is appropriate for the Board to come up with a proposal they can agree upon and then take the suggestion back to the respective city councils. Ms. Wells stated that she believes that is the best approach; she feels the proposal should be driven by and supported by the Board, but the decision ultimately lies with the City Councils of Alpine and Highland. Board Member Merrill stated that any proposal must have the support of at least four Board Members before being referred to the city councils. Board Member Ostler stated that means that a unanimous vote would be required since the Chair is a member of the Board, but does not vote. There was some debate about the rules governing a change to the Interlocal Agreement; the group concluded that selection of a proposal would require a vote of four Board Members before the proposal is sent to each City.

Board Member Merrill asked that each of the City Administrators, Ms. Wells and Mr. Sorensen, summarize the proposals from their respective city.

Assistant Executive Director Sorensen summarized Alpine's position; the proposals from Alpine bring a combination of parameters into the funding formula. Below is a summary of the considerations that were made in developing the proposals:

- ERU's: With ERU's, commercial building is part of the equation. Alpine has very little commercial and doesn't anticipate much commercial development in the future. Highland is in a different situation with commercial development being actively constructed right now. Both Alpine and Highland are affluent cities, and both have large homes.
- Call Volume: Call volume will vary, but using a 5-year rolling average should provide a good number for the formula. The difference in development trends within each city could make a difference with respect to call volume. The type of call also makes a difference with respect to time commitment per call. For example, a fire alarm call with no fire versus a traffic accident would have a different time commitment for the department.
- Property Taxable Value: While there is an argument that the funding formula should be based on property taxable value because that is how a district would operate if it were a taxing entity, the argument the other direction is that not everyone wants to treat the district as such with respect to staffing.
- Population: There is a significant difference between Alpine and Highland with respect to what density is allowed. Smaller homes on smaller lots could still house the same size family as a larger home on a larger lot. Higher population will likely generate more calls.

With all of these parameters being factors on the demand for fire and EMS services, it makes sense to include them in the funding formula. There are multiple ways that the parameters could be weighted. In the proposal where ERU's, Call Volume, and Property Taxable Value are equally weighted, Alpine's assessment would increase by \$131,692 and Highland's assessment would decrease by the same amount. In the proposal where Population is also added as a variable, Alpine's assessment would increase by \$68,621 and Highland's assessment would decrease by the same amount. Proposal number one is a three-way split between ERUs, call volume, and taxable value with each city paying based upon the percent allocated for each parameter. Proposal number two is a split four ways between ERUs, call volume, taxable value, and population with each city paying based on percentage allocated for each parameter. Board Member Merrill stated she does not believe that taxable value should be relied upon solely for determining the assessment; she argued that call volume, population, and ERU influence costs directly. Board Member Thelin agreed, and this led to debate among the Board regarding the real cost of housing and staffing a fire station in a community; they also compared the LPPSD service model with service models used by other public safety districts.

Board Member Ostler stressed his belief that a district's funding should not be based upon call volume because there is not sufficient revenue attached to call volume. Board Member Thelin argued the funding should be

based upon population. Board Member Ostler stated that will not cover the base cost. Ms. Wells suggested to set a base cost for each City based upon population, with adjustments based upon call volume. This led to continued debate of the appropriate factors upon which to base the assessment formulation as well as appropriate staffing levels of the Fire Department. Chief Patten discussed the appropriate staffing levels for responding to different types of emergency calls in the community. Chair Rodela facilitated debate among the Board regarding the factors that should be utilized to develop the assessment formula; the Board Members representing Alpine City indicated they have not had clear enough discussions with the entire City Council of Alpine, and they need more time to discuss the financial implications of a potential formula adjustment. Board Members representing Highland City expressed frustration that those discussions have not yet taken place given that this issue has been a major topic of discussion for the Board dating back to spring 2025.

Ms. Wells presented a spreadsheet that could be adjusted in real time by increasing or decreasing the percentage weighted to each factor in the formula; Board Member Ostler supported a 50/50 split in costs based upon three data points: population, call volume, and taxable value. Board Member Merrill indicated a desire to also use the ERU data point to calculate the formula; if a 50/50 split dramatically increases Alpine's assessment, it may be more appropriate for Alpine City to withdraw from the District and manage its own public safety service. The group engaged in continued debate of the matter, with a focus on the different factors that must be considered when determining the appropriate level of public safety service for the area covered by the district. Board Member Merrill stated she needs to take the matter back to the Alpine Council. Chair Rodela stated it is important for the Alpine Council to understand that 81 percent of the costs of the Fire Department are related to staffing and Highland City is willing to bend and take on more than half of those staffing costs in order to keep the District intact. Ms. Wells asked if the pending decision on a potential amendment to the assessment and interlocal agreement is specific to the Fire Department or if it should also encompass the Police Department and District Administration. Chair Rodela stated she feels the current focus is the Fire Department and it would be difficult to address the Police Department at this time. Board Member Merrill stated that she would like to consider the Police Department at the same time as the Fire Department; however, given the timing of the issue, it may be necessary to make a final decision on the Fire Department before proceeding to consideration of adjustments relative to the Police Department. Board Member Ostler agreed.

The Board concluded to convene in a special LPPSD meeting on October 28 to continue the discussion and hopefully make a decision on the matter; the regularly scheduled October 8 meeting will be cancelled.

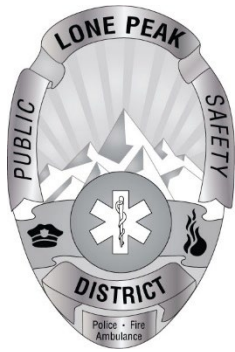
ADJOURNMENT

Board Member Kurt Ostler MOVED to adjourn the regular meeting and Board Member Carla Merrill SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:15 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on September 30, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC
LPPSD Recorder



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT ITEM #2b

DATE: November 10, 2025

TO: Lone Peak Public Safety District Board Members

FROM: Erin Wells, Executive Director

SUBJECT: Approval of Annual Assessment Payment to the North Utah Valley Animal Shelter (NUVAS)

PURPOSE:

The Board will consider approving payment of the annual assessment for the District to NUVAS.

BACKGROUND:

Each year, the NUVAS Administrative Control Board sets the shelter's budget. Currently, Councilmember Scott Smith from Highland sits on the board. Alpine is working with Chief Gwilliam to see if a police officer can be assigned to fill Alpine's seat at NUVAS.

Based on NUVAS' budget, each city pays an annual assessment. The District pays the combined assessment for Alpine and Highland cities. Assessments are based on the number of stray animals that are brought into the shelter from each city, with a credit given for the number of dog licenses sold in each city.

FISCAL IMPACT:

Lone Peak's annual assessment for 2025 is \$52,182 and was budgeted for fully in 10-45-58 Police Professional Services/Contract.

PROPOSED MOTION:

I move to approve the payment of the annual assessment to North Utah Valley Animal Services for \$52,182 for the 2025-2026 Fiscal Year.



North Utah Valley Animal Services

NORTH UTAH VALLEY ANIMAL SERVICES SPECIAL SERVICE DISTRICT

Tug Gettling, Director

193 North 2000 West

Lindon, Utah 84042

(801) 785-3442

togettling@orem.org

Lone Peak Public Safety
5400 Civic Center Drive, Suite 3
Highland, Utah 84003

July 9, 2025

I would like to again thank Alpine and Highland cities for their willingness to cooperate with the North Utah Valley Animal Services Special Service District. Our mission is to provide courteous customer service and compassionate animal welfare and we feel that we are been able to accomplish this mission largely in part due to the cooperation of your agency; thank you!

The North Utah Valley Animal Services Special Service District functions primarily on funds gathered from each participating city based upon their usage of the animal shelter. This allows us to serve the residents of your city. In order to best serve our citizen customers and client cities we work carefully to assure that the operational costs of the animal shelter are minimal.

The following is your assessment for the 2025-26 Fiscal Year:

Animal intake total	223
CITY PARTICIPATION FEE	\$52,182

The city participation fee is billed effective July 1, 2025, the beginning of the fiscal year. *The North Utah Valley Animal Services Special Service District kindly requests that your yearly total be paid at the onset of the Fiscal Year in order to allow an operating budget in which to function.*

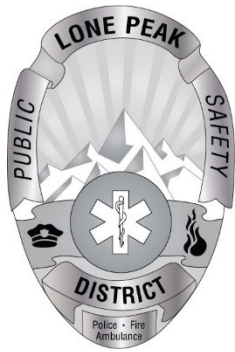
Should you have any questions whatsoever please do not hesitate to contact me. Once again thank you very much for your participation in and cooperation with the North Utah Valley Animal Services Special Service District.

Aloha,

Tug Gettling, Director/CEO
North Utah Valley Animal Services
193 North 2000 West
Lindon, Utah 84042
(801) 785-3442 office
(801) 785-0514 fax
togettling@orem.gov

Rcvd by: OK Date: 9-24-25
Req #: 938 PO #: 1038
Apvd by: _____ Date: _____
GL #: 104558
Pay Method: check Date: _____

NORTH UTAH VALLEY ANIMAL SERVICES SPECIAL SERVICE DISTRICT



LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT

DATE: November 10, 2025

TO: Lone Peak Public Safety District Board Members

FROM: Erin Wells, Executive Director

SUBJECT: **ACTION:** Recommended Amendments to the Lone Peak Public Safety Interlocal Agreement

PURPOSE:

The Board will consider recommending changes to the Lone Peak Public Safety interlocal agreement, specifically on the process on amending the assessment formula charged to each city.

BACKGROUND:

As a part of the FY2026 budget discussions, the Board discussed the desire to review the funding allocations charged to each city for the Fire Department. Many discussions about that topic and the process for changing the allocation formula have taken place since that time in Lone Peak Board meetings, as well as Alpine and Highland City Council meetings. In the October 30 Lone Peak meeting, the Board directed staff to bring back draft changes to the interlocal first regarding how the allocation formula can be altered and after that change is approved by each City Council, a change to the interlocal on the formula for funding the fire department.

The City attorneys for Alpine and Highland have drafted two options for review by the Board.

Option 1

This option is what staff understood was the Board direction at the October 30 meeting. There is some clarifying cleanup language and then a change to make it so that a change in the funding allocation can be implemented by a majority of the board, so long as at least one board member from each City approves the change. Finally, option 1 clarifies that the interlocal agreement can be amended through a change adopted by each City Council.

Option 2

As staff from both cities discussed the direction from the Board and the language in option 1, we felt like it was important that ultimately the decision on how to fund Lone Peak should be outlined in the interlocal agreement which is ultimately decided by each City Council in accordance with Interlocal governing law. As such, the Mayors, Executive and Assistant Executive Director, and attorneys came up with option 2 which we believe makes clear the ultimate financial decisions with Lone Peak lie with the Councils, while still preserving the intent of the Board's direction that the Board can be involved in the process.

Option 2 has the same cleanup language and then states that the Board may recommend a change to the formula, but that change won't take effect until the cities approve a change to the interlocal agreement. Option 2 also clarifies that the interlocal agreement can be amended through a change adopted by each City Council.

NEXT STEPS:

If the Board recommends a change to the interlocal agreement, Alpine Council will consider the change in their meeting on Tuesday, November 11. If approved by Alpine, Highland Council will consider the amendment in their meeting on Tuesday, November 18. If the amendment is approved, the Lone Peak Board will consider a second change to the interlocal regarding the allocation formula for the fire department on Wednesday, November 19. If approved, Highland and Alpine City Councils will consider the recommended change at their December 2 and January 13 meetings, respectively.

FISCAL IMPACT:

This individual action will not have a direct financial impact.

PROPOSED MOTION:

I move that the Lone Peak Board recommend Option [1 or 2] changes to the Lone Peak interlocal agreement to the Alpine and Highland Council for adoption.

2023 AMENDED AND RESTATED INTERLOCAL AGREEMENT

This Agreement amending and restating that certain interlocal agreement first entered into January 1996 and amended January 1999, January 2000, June 2007, March 2020, ~~and~~ August 2023, November 2025, under the authority granted Utah municipalities to join together for their mutual interest by the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann., 1953, as amended. The parties to this Agreement are Alpine City and the City of Highland, hereinafter “City” or “Cities,” all municipal corporations of the State of Utah.

RECITALS

WHEREAS, circumstances of geography, population, and financing make it desirable for the Cities to join together to provide police, ambulance, fire, and emergency medical services to the populace of their respective jurisdictions; and

WHEREAS, circumstances have arisen whereby it is desirable to replace the original Interlocal Agreement and all subsequent amendments with a new Interlocal Agreement:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Cities agree as follows:

AGREEMENT

1. Creation of District. By authority of section 11-13-203 of the Utah Code Ann., 1953, as amended, there is hereby created a separate legal entity to be known as the “Lone Peak Public Safety District,” hereinafter the “District.” The District shall have all power and authority allowed by law, except as restricted by this Agreement or by subsequent agreements of the Cities hereto, to take all necessary and lawful acts for the purpose of providing police, ambulance, fire, and emergency medical services for the residents of the District. In addition, the District shall have the following powers listed for the purpose of identification and not for the purpose of limitation:

- a. The District may own, acquire, construct, operate, maintain, repair, and act as one having rights of ownership of all necessary real and personal property.
- b. The District may borrow money, incur indebtedness, and issue revenue bonds or notes for the purpose for which it was created. Any indebtedness created shall be solely that of the District and not of the Cities to this Agreement unless any City should make specific agreement to guarantee or assume any obligation of the District. Any indebtedness created must be approved by the Governing Board with four members voting in favor.
- c. The District may assign, pledge, or otherwise convey as security for the payment of any bonded indebtedness any revenues and receipts from fees or services or

other sources of revenue generated by the District. Such assignment or pledge must be approved by the Governing Board with four members voting in favor.

- d. The District may sell or contract for the sale of its services to private persons or entities or to public agencies, including the federal government.
- e. The District may establish a personnel system based on merit with such exceptions for certain management positions as may be established by the Governing Board.
- f. The District may adopt District policies and procedures governing the operation of the District including, but not limited to, ambulance, police, fire, and emergency medical services, operating policies, governing and management policies, personnel policies, budget policies, and such other policies and procedures that may be required for efficient operation of the District.
- g. The District and its employees shall have all power conferred by law to enforce all statutes, rules, and regulations pertaining to the purposes for which the District is created.
- h. The District may contract with any person or entity for the provisions of services or materials in compliance with contracting and purchasing policies established by the Governing Board, including legal and accounting services.
- i. The District may sue and be sued in its own name and shall claim such privileges and immunities from liability to which it may be entitled as a political subdivision of the State of Utah, as allowed by Title 63G, Chapter 7, of the Utah Code.
- j. The District shall purchase insurance in amounts either required by law or required by the Governing Board to provide protection for its operations including, but not limited to, comprehensive general liability insurance and worker's compensation insurance.
- k. The District may exercise the right of eminent domain but only if approved by the Governing Board with four members voting in favor.

2. Governing Board. There is hereby created a governing board for the District to be known as the Board of Public Safety Commissioners (hereinafter referred to as the “Board” or “Governing Board”). The Board shall act by majority vote to govern and control operations of the District except as restricted by this agreement. The Board is empowered to adopt bylaws for its own conduct of business and to adopt all necessary policies and procedures for the operation of the District; provided however, all acts of the Board must be approved by a minimum of THREE VOTES of the Board members.

The Board shall be made up of five members including the Chair. All regular members may vote on all matters that may come before the Board. The Chair votes as a voting member of the Board on each matter for which there is a tie vote of the other board members present at a board meeting, when the Board is voting on whether to appoint or dismiss a District Chief, or

when the Chair would otherwise be entitled to vote due to the Chair's status as an alternate member of the Board. Alpine City and Highland City shall each appoint two regular members and one alternate member to the Board. The Chair shall be appointed annually from the alternate members by a majority vote of the regular members of the Board and shall alternate annually between the Cities. If the Chair is absent, one of the regular members from the same City as the Chair shall act as Chair.

No employee of the District is eligible to serve as a member of the Governing Board during their term of employment with the District.

Each Board member appointed by a City must be a currently serving elected or appointed officer of the City making the appointment. The term of each Board member shall be four years from the date of appointment; provided, that the term will sooner terminate if the Board member leaves elected or appointed office held with the represented City or the represented City removes the Board member in accordance with the City's procedures. A Board member may be reappointed to multiple terms as a Board member if otherwise eligible.

Notwithstanding any provision of this Agreement to the contrary, alternate Board members may vote only in the absence of the regular Board member(s) from the same City as the alternate member. Unless a regular Board member from the same City as the alternate member is absent, the alternate Board member shall have no more right to participate in meetings and deliberations than would a member of the general public. Alternate Board members must also be an elected or appointed officer of the represented city.

Meetings of the Governing Board shall be called from time to time as the Board determines appropriate and shall comply with the Utah Open and Public Meetings Act. A quorum of the Board is defined as a minimum of three voting Board members, including regular and alternate members. A quorum cannot be constituted unless at least one voting Board member, including regular and alternate members, from each City is present.

3. Management Committee. The Management Committee shall consist of the City Administrators of Highland City and Alpine City and the Finance Director of Highland City. The Executive Director shall be the City Administrator from Highland City and the Assistant Executive Director shall be the City Administrator from Alpine City, unless otherwise appointed by the Board.

The Management Committee shall be responsible for budget preparation, administering revenues, and preparing reports. The Management Committee shall meet with the District Chiefs regularly as needed but no less than bimonthly. The Management Committee shall be responsible for managing the purchasing system, administering the personnel system, and administering the financial system as approved by the Board. The Management Committee responsibilities shall be as follows:

Executive Director Duties:

To approve expenditures;

- To attend Management Committee meetings and keep the Management Committee informed;
- To keep the Governing Board informed;
- To perform evaluations of direct reports;
- To represent the District with outside agencies;
- To provide day to day oversight of District department heads and administrative staff;
- To develop policy for Management Committee review and Board action;
- To ensure compliance with Board policy;
- To ensure that all personnel actions meet legal and procedural requirements;
- To sign payroll and warrants;
- To attend Board meetings.

Assistant Executive Director:

- To act when the Executive Director is absent;
- To attend Board meetings;
- To attend Management Committee meetings;
- To review agendas;
- To review personnel actions and evaluations.

Finance Director and Administrative Assistant to the Management Committee:

- To administer all accounting functions related to District finances;
- To manage all administrative clerical functions;
- To maintain a record of Board meetings;
- To attend Management Committee meetings;
- To maintain all administrative personnel and compensation records;
- To oversee all employee benefits;
- To counter sign payroll and warrants.

Highland City, through the Highland City Administrator, shall be responsible for all administrative functions of the District, including but not limited to: human resource, financial, accounting, recorder, treasurer, and clerical functions, including but not limited to: maintaining Board meetings records, maintaining administrative personnel and compensation records, overseeing all employee benefits, and counter signing payroll and warrants. These functions may be assigned to appropriate Highland City employees in addition to those individuals on the Management Committee.

4. District Chiefs. The department heads of the District shall be the District's police and fire chiefs. The District Chiefs shall not be merit employees and shall have principal responsibility for the day-to-day operations of the District. District Chiefs shall be considered at-will employees as defined in Section 10-3-1105 of Utah State Code, as amended. The District Chiefs shall serve at the pleasure of the Governing Board and may be removed with or without cause by a majority vote of the Governing Board. The employment terms and conditions of the District Chiefs and other employees, as approved and designated by the Governing Board, may be further defined or adjusted by way of employment contracts approved by the Board.

The District chiefs may be assisted by such employees as are determined appropriate by the Governing Board. The responsibilities and duties of the Chiefs shall be determined by the Governing Board and Management Committee. The Chiefs shall report to the Executive Director and the Management Committee.

5. Funding. The fiscal year of the District shall be from July 1 of each year through June 30 of the following year. A proposed tentative annual budget shall be prepared annually by the Management Committee under the direction of the Governing Board. The proposed tentative annual budget shall include at a minimum three district budget departments, fire and EMS, police services, and administration. The Executive Director shall cause the proposed tentative annual budget to be presented to the Governing Board, allowing reasonable time for consideration. After such reasonable time for consideration and after receiving the recommendations and advice from the Governing Board, a final annual budget shall be approved by majority vote of the Board. The approved final annual budget shall constitute the agreed budget for the next fiscal year for purpose of determining the annual financial participation of the Cities.

The District may be funded by any lawful means approved by the Governing Board. Such funding may include, but is not limited to, obtaining grants, indebtedness, fees, and ~~participation by the Cities to this Agreement of~~ direct funding assessment and payment from the Cities. The direct assessment and payment from the Cities shall be calculated according to the formulae stated below ~~or the aAlternative f~~ Formulae approved by the Governing Board as set forth herein.

The portion of the annual budget for fire, ambulance, and emergency medical services (“EMS”) ~~that, which~~ is not funded by other sources of revenue; shall be funded by direct assessment and payment from the Cities, which assessment and payment and shall be calculated as follows: Ten percent (10%) of the annual fire, ambulance, and EMS budget shall be assessed equally among the Cities; this 10% shall be known as the “base rate.” Fifty percent (50%) of the remaining fire, ambulance, and EMS budget (45% of the total annual fire, ambulance, and EMS budget) shall be assessed proportionally based on the respective populations of the Cities. Each City’s proportionate share of this assessment shall be equal to that City’s proportionate share of the population of the District. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. The remaining fifty percent (50%) of the fire, ambulance, and EMS budget (the other 45% of the total) shall be assessed to each City based on Equivalent Residential Units (ERUs) within each City. This assessment shall be calculated by determining the ratio between the number of ERUs within the boundaries of the District and within each City. An ERU is defined as follows:

- (i) Each residential unit, including apartments or accessory apartments;
- (ii) Each 10,000 square-foot of retail space; and
- (iii) Each 10,000 square-foot portion of any other nonresidential structure, excluding buildings accessory to residential units.

The portion of the annual budget for administration and police services, ~~that is not funded by other sources of revenue shall be which is~~ funded by direct assessment and payment

from the Cities, which assessment and payment shall be calculated based on the population of the Cities receiving police services. Each City receiving police services shall be assessed a pro rata portion of the police services budget based on the percent of the City's total population compared to the District's population receiving police services. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. In all cases each City shall pay for its respective dispatch services incurred.

The annual budget increase or decrease for the District shall not exceed the average property tax revenue increase or decrease of both Cities' budgets of the previous fiscal year, excluding any new revenue increases, without the majority vote of each City Council. Said vote of each City Council shall occur prior to the adoption of the final budget.

Once the ~~stated~~ calculations have been made in accordance with the formulae set forth above or the ~~a~~Alternative ~~f~~Formulae approved by the Governing Board as set forth herein, and a final budget has been adopted by the District, each City will be assessed its portion of the annual budget to be funded by direct payment. ~~This funding formula shall not become effective until the fiscal year beginning July 1, 2012, and continuing thereafter.~~

Other funding alternatives, ~~or~~ allocation methods, or assessment formulae (collectively, the "Alternative Formulae") may be adopted by the Governing Board with at least one ~~four~~ member ~~s~~ from each City voting in favor.

Every five (5) years, the relative proportion of contribution of the Cities shall be evaluated and if a proportionate share of the annual budget for any City has increased by more than twenty percent (20%), the number of representatives on the Board for that City may also be changed based on consent of the Governing Board.

6. Scope of Services. The District may provide all public safety services including police, fire, ambulance, and emergency medical services, may enforce hazardous material rules and regulations, and may provide services within a geographical jurisdiction of the District as requested and agreed to by the Governing Body. The District may also provide services outside of its jurisdiction pursuant to mutual aid or reciprocal support agreements with other jurisdictions and to such other jurisdictions as may contract for the purchase of services from the District.

This Agreement is intended to constitute the provision of services required of cities and counties under Titles 10 and 17 of the Utah Code. This Agreement is intended to create a mechanism whereby general public safety protection, emergency medical services, fire prevention services, and hazardous material regulation enforcement may be provided to the citizens of the District generally and is not intended to create a specific benefit or obligation to provide services with respect to any one person or legal entity.

7. Buildings. No building shall be constructed, renovated, or leased for use by the District without prior approval of the Board. The Cities hereto understand and agree that they may not bind the District or encumber the District's budget by constructing new buildings, renovating existing buildings, or leasing buildings to be used by the District without providing

terms and conditions to the Board for prior approval. The District shall not be obligated to make payments on a lease without prior approval by the Board and signature by its authorized representative.

8. Term of Agreement. This Agreement shall be in continuous force for fifty (50) years from the effective date. Any City may terminate its participation in this Agreement as of July 1 of any year provided that notice of intent to withdraw has been given in writing to the other Cities at least twenty-four (24) months prior to the time of withdrawal. The obligation of the District to provide services to a withdrawing jurisdiction terminates at the time the withdrawal is effective.

9. Effective Date. This Agreement shall become effective when the Cities have approved and executed this Agreement in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

10. Transition Provisions. The Interlocal Agreement, dated January 1, 1996, and all subsequent amendments thereto, are superseded by this Agreement and shall be of no further force and effect as of the time this Agreement takes effect.

11. Distribution on Termination or Withdrawal. Upon any agreement of the Cities to terminate this Agreement and dissolve the District, the District's Executive Director shall prepare an inventory of all real and personal property of the District. Distribution on dissolution shall be made in kind or in cash as the Board may determine. The value of the distribution of assets and liabilities to each City upon dissolution of the District shall be determined by calculating the value of all contributions of each City, at the end of the fiscal year of the dissolution. A calculation shall then be made of the percentage of contribution each City has made to the sum of the contributions of the Cities for the period of calculation. The calculated percentages shall then be applied to the total value of the assets or liabilities to be distributed and each City shall take their corresponding percentage. Assets that may be directly traced and attributed to funds obtained from sources other than the Cities as of the time of dissolution shall also be distributed based on the percentage of contribution.

If a City withdraws from the District and the District is not dissolved, any distribution of assets to the withdrawing City shall only be as negotiated with the remaining Cities. The Cities agree to negotiate in good faith in determining fair and reasonable terms and conditions for the distribution of District assets to the withdrawing City. If the Cities cannot agree on a negotiated distribution of assets to the withdrawing City, the Cities hereto agree to mediate the matter. If the dispute is not resolved in mediation, then the Cities may take the matter to court.

12. District Expansion. Other municipalities may become a party to this Agreement only upon written application to and approval by the Governing Board, who may determine the terms and conditions of admission to the District.

13. Integration and Amendments. This Agreement constitutes the entire understanding and agreement between the Cities regarding its subject matter. The Cities hereby represent that the undersigned are authorized to hereby bind each City to this Agreement. The Cities may

amend this Agreement by mutual consent, provided that any such amendment must be made in writing and approved and executed by the Cities in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

2023 AMENDED AND RESTATED INTERLOCAL AGREEMENT

This Agreement amending and restating that certain interlocal agreement first entered into January 1996 and amended January 1999, January 2000, June 2007, March 2020, ~~and~~ August 2023, November 2025, under the authority granted Utah municipalities to join together for their mutual interest by the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann., 1953, as amended. The parties to this Agreement are Alpine City and the City of Highland, hereinafter “City” or “Cities,” all municipal corporations of the State of Utah.

RECITALS

WHEREAS, circumstances of geography, population, and financing make it desirable for the Cities to join together to provide police, ambulance, fire, and emergency medical services to the populace of their respective jurisdictions; and

WHEREAS, circumstances have arisen whereby it is desirable to replace the original Interlocal Agreement and all subsequent amendments with a new Interlocal Agreement:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Cities agree as follows:

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- c. The District may assign, pledge, or otherwise convey as security for the payment of any bonded indebtedness any revenues and receipts from fees or services or

other sources of revenue generated by the District. Such assignment or pledge must be approved by the Governing Board with four members voting in favor.

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- e. The District may establish a personnel system based on merit with such exceptions for certain management positions as may be established by the Governing Board.
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- g. The District and its employees shall have all power conferred by law to enforce all statutes, rules, and regulations pertaining to the purposes for which the District is created.
- h. The District may contract with any person or entity for the provisions of services or materials in compliance with contracting and purchasing policies established by the Governing Board, including legal and accounting services.
- i. The District may sue and be sued in its own name and shall claim such privileges and immunities from liability to which it may be entitled as a political subdivision of the State of Utah, as allowed by Title 63G, Chapter 7, of the Utah Code.
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- k. The District may exercise the right of eminent domain but only if approved by the Governing Board with four members voting in favor.

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The Board shall be made up of five members including the Chair. All regular members may vote on all matters that may come before the Board. The Chair votes as a voting member of the Board on each matter for which there is a tie vote of the other board members present at a board meeting, when the Board is voting on whether to appoint or dismiss a District Chief, or

when the Chair would otherwise be entitled to vote due to the Chair's status as an alternate member of the Board. Alpine City and Highland City shall each appoint two regular members and one alternate member to the Board. The Chair shall be appointed annually from the alternate members by a majority vote of the regular members of the Board and shall alternate annually between the Cities. If the Chair is absent, one of the regular members from the same City as the Chair shall act as Chair.

No employee of the District is eligible to serve as a member of the Governing Board during their term of employment with the District.

Each Board member appointed by a City must be a currently serving elected or appointed officer of the City making the appointment. The term of each Board member shall be four years from the date of appointment; provided, that the term will sooner terminate if the Board member leaves elected or appointed office held with the represented City or the represented City removes the Board member in accordance with the City's procedures. A Board member may be reappointed to multiple terms as a Board member if otherwise eligible.

Notwithstanding any provision of this Agreement to the contrary, alternate Board members may vote only in the absence of the regular Board member(s) from the same City as the alternate member. Unless a regular Board member from the same City as the alternate member is absent, the alternate Board member shall have no more right to participate in meetings and deliberations than would a member of the general public. Alternate Board members must also be an elected or appointed officer of the represented city.

Meetings of the Governing Board shall be called from time to time as the Board determines appropriate and shall comply with the Utah Open and Public Meetings Act. A quorum of the Board is defined as a minimum of three voting Board members, including regular and alternate members. A quorum cannot be constituted unless at least one voting Board member, including regular and alternate members, from each City is present.

3. Management Committee. The Management Committee shall consist of the City Administrators of Highland City and Alpine City and the Finance Director of Highland City. The Executive Director shall be the City Administrator from Highland City and the Assistant Executive Director shall be the City Administrator from Alpine City, unless otherwise appointed by the Board.

The Management Committee shall be responsible for budget preparation, administering revenues, and preparing reports. The Management Committee shall meet with the District Chiefs regularly as needed but no less than bimonthly. The Management Committee shall be responsible for managing the purchasing system, administering the personnel system, and administering the financial system as approved by the Board. The Management Committee responsibilities shall be as follows:

Executive Director Duties:

To approve expenditures;

- To attend Management Committee meetings and keep the Management Committee informed;
- To keep the Governing Board informed;
- To perform evaluations of direct reports;
- To represent the District with outside agencies;
- To provide day to day oversight of District department heads and administrative staff;
- To develop policy for Management Committee review and Board action;
- To ensure compliance with Board policy;
- To ensure that all personnel actions meet legal and procedural requirements;
- To sign payroll and warrants;
- To attend Board meetings.

Assistant Executive Director:

- To act when the Executive Director is absent;
- To attend Board meetings;
- To attend Management Committee meetings;
- To review agendas;
- To review personnel actions and evaluations.

Finance Director and Administrative Assistant to the Management Committee:

- To administer all accounting functions related to District finances;
- To manage all administrative clerical functions;
- To maintain a record of Board meetings;
- To attend Management Committee meetings;
- To maintain all administrative personnel and compensation records;
- To oversee all employee benefits;
- To counter sign payroll and warrants.

Highland City, through the Highland City Administrator, shall be responsible for all administrative functions of the District, including but not limited to: human resource, financial, accounting, recorder, treasurer, and clerical functions, including but not limited to: maintaining Board meetings records, maintaining administrative personnel and compensation records, overseeing all employee benefits, and counter signing payroll and warrants. These functions may be assigned to appropriate Highland City employees in addition to those individuals on the Management Committee.

4. District Chiefs. The department heads of the District shall be the District's police and fire chiefs. The District Chiefs shall not be merit employees and shall have principal responsibility for the day-to-day operations of the District. District Chiefs shall be considered at-will employees as defined in Section 10-3-1105 of Utah State Code, as amended. The District Chiefs shall serve at the pleasure of the Governing Board and may be removed with or without cause by a majority vote of the Governing Board. The employment terms and conditions of the District Chiefs and other employees, as approved and designated by the Governing Board, may be further defined or adjusted by way of employment contracts approved by the Board.

The District chiefs may be assisted by such employees as are determined appropriate by the Governing Board. The responsibilities and duties of the Chiefs shall be determined by the Governing Board and Management Committee. The Chiefs shall report to the Executive Director and the Management Committee.

5. Funding. The fiscal year of the District shall be from July 1 of each year through June 30 of the following year. A proposed tentative annual budget shall be prepared annually by the Management Committee under the direction of the Governing Board. The proposed tentative annual budget shall include at a minimum three district budget departments, fire and EMS, police services, and administration. The Executive Director shall cause the proposed tentative annual budget to be presented to the Governing Board, allowing reasonable time for consideration. After such reasonable time for consideration and after receiving the recommendations and advice from the Governing Board, a final annual budget shall be approved by majority vote of the Board. The approved final annual budget shall constitute the agreed budget for the next fiscal year for purpose of determining the annual financial participation of the Cities.

The District may be funded by any lawful means approved by the Governing Board. Such funding may include, but is not limited to, obtaining grants, indebtedness, fees, and participation by the Cities to this Agreement of direct funding assessment and payment from the Cities. The direct assessment and payment from the Cities shall be calculated according to the formulae stated below.

The portion of the annual budget for fire, ambulance, and emergency medical services (“EMS”) that, which is not funded by other sources of revenue, shall be funded by direct assessment and payment from the Cities, which assessment and payment and shall be calculated as follows: Ten percent (10%) of the annual fire, ambulance, and EMS budget shall be assessed equally among the Cities; this 10% shall be known as the “base rate.” Fifty percent (50%) of the remaining fire, ambulance, and EMS budget (45% of the total annual fire, ambulance, and EMS budget) shall be assessed proportionally based on the respective populations of the Cities. Each City’s proportionate share of this assessment shall be equal to that City’s proportionate share of the population of the District. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. The remaining fifty percent (50%) of the fire, ambulance, and EMS budget (the other 45% of the total) shall be assessed to each City based on Equivalent Residential Units (ERUs) within each City. This assessment shall be calculated by determining the ratio between the number of ERUs within the boundaries of the District and within each City. An ERU is defined as follows:

- (i) Each residential unit, including apartments or accessory apartments;
- (ii) Each 10,000 square-foot of retail space; and
- (iii) Each 10,000 square-foot portion of any other nonresidential structure, excluding buildings accessory to residential units.

The portion of the annual budget for administration and police services, that is not funded by other sources of revenue shall be ~~which is~~ funded by direct assessment and payment

from the Cities, which assessment and payment shall be calculated based on the population of the Cities receiving police services. Each City receiving police services shall be assessed a pro rata portion of the police services budget based on the percent of the City's total population compared to the District's population receiving police services. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. In all cases each City shall pay for its respective dispatch services incurred.

The annual budget increase or decrease for the District shall not exceed the average property tax revenue increase or decrease of both Cities' budgets of the previous fiscal year, excluding any new revenue increases, without the majority vote of each City Council. Said vote of each City Council shall occur prior to the adoption of the final budget.

Once the ~~stated~~ calculations have been made in accordance with the formulae set forth above, and a final budget has been adopted by the District, each City will be assessed its portion of the annual budget to be funded by direct payment. ~~This funding formula shall not become effective until the fiscal year beginning July 1, 2012, and continuing thereafter. Other funding alternatives or allocation methods may be adopted by the Governing Board with four members voting in favor.~~

The Governing Board may recommend, as part of the annual budget or otherwise, changes to the formulae used to calculate direct assessment and payment from the Cities. Changes to the formulae shall not take effect or be used to calculate the Cities' assessments until the new formulae are approved by the Cities by way of amendment of this Agreement.

Every five (5) years, the relative proportion of contribution of the Cities shall be evaluated and if a proportionate share of the annual budget for any City has increased by more than twenty percent (20%), the number of representatives on the Board for that City may also be changed based on consent of the Governing Board.

6. Scope of Services. The District may provide all public safety services including police, fire, ambulance, and emergency medical services, may enforce hazardous material rules and regulations, and may provide services within a geographical jurisdiction of the District as requested and agreed to by the Governing Body. The District may also provide services outside of its jurisdiction pursuant to mutual aid or reciprocal support agreements with other jurisdictions and to such other jurisdictions as may contract for the purchase of services from the District.

This Agreement is intended to constitute the provision of services required of cities and counties under Titles 10 and 17 of the Utah Code. This Agreement is intended to create a mechanism whereby general public safety protection, emergency medical services, fire prevention services, and hazardous material regulation enforcement may be provided to the citizens of the District generally and is not intended to create a specific benefit or obligation to provide services with respect to any one person or legal entity.

7. Buildings. No building shall be constructed, renovated, or leased for use by the District without prior approval of the Board. The Cities hereto understand and agree that they

may not bind the District or encumber the District's budget by constructing new buildings, renovating existing buildings, or leasing buildings to be used by the District without providing terms and conditions to the Board for prior approval. The District shall not be obligated to make payments on a lease without prior approval by the Board and signature by its authorized representative.

8. Term of Agreement. This Agreement shall be in continuous force for fifty (50) years from the effective date. Any City may terminate its participation in this Agreement as of July 1 of any year provided that notice of intent to withdraw has been given in writing to the other Cities at least twenty-four (24) months prior to the time of withdrawal. The obligation of the District to provide services to a withdrawing jurisdiction terminates at the time the withdrawal is effective.

9. Effective Date. This Agreement shall become effective when the Cities have approved and executed this Agreement in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

10. Transition Provisions. The Interlocal Agreement, dated January 1, 1996, and all subsequent amendments thereto, are superseded by this Agreement and shall be of no further force and effect as of the time this Agreement takes effect.

11. Distribution on Termination or Withdrawal. Upon any agreement of the Cities to terminate this Agreement and dissolve the District, the District's Executive Director shall prepare an inventory of all real and personal property of the District. Distribution on dissolution shall be made in kind or in cash as the Board may determine. The value of the distribution of assets and liabilities to each City upon dissolution of the District shall be determined by calculating the value of all contributions of each City, at the end of the fiscal year of the dissolution. A calculation shall then be made of the percentage of contribution each City has made to the sum of the contributions of the Cities for the period of calculation. The calculated percentages shall then be applied to the total value of the assets or liabilities to be distributed and each City shall take their corresponding percentage. Assets that may be directly traced and attributed to funds obtained from sources other than the Cities as of the time of dissolution shall also be distributed based on the percentage of contribution.

If a City withdraws from the District and the District is not dissolved, any distribution of assets to the withdrawing City shall only be as negotiated with the remaining Cities. The Cities agree to negotiate in good faith in determining fair and reasonable terms and conditions for the distribution of District assets to the withdrawing City. If the Cities cannot agree on a negotiated distribution of assets to the withdrawing City, the Cities hereto agree to mediate the matter. If the dispute is not resolved in mediation, then the Cities may take the matter to court.

12. District Expansion. Other municipalities may become a party to this Agreement only upon written application to and approval by the Governing Board, who may determine the terms and conditions of admission to the District.

13. Integration and Amendments. This Agreement constitutes the entire understanding and agreement between the Cities regarding its subject matter. The Cities hereby represent that the undersigned are authorized to hereby bind each City to this Agreement. The Cities may amend this Agreement by mutual consent, provided that any such amendment must be made in writing and approved and executed by the Cities in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

